



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Deputy Chief of Staff – Legislative Affairs & Policy

The Office of the State Superintendent of Education (OSSE), a mission-driven, complex, and dynamic organization in the District of Columbia is seeking a Deputy Chief of Staff – Legislative Affairs & Policy. This critical role reports directly to Chief of Staff and leads the agency's work with the Council of the District of Columbia and the District of Columbia State Board of Education. This role manages and stewards processes across the agency pertaining to policy development. The mission of this role is to support the agency's efforts to fully actualize its mission, vision, and strategic plan.

To succeed in this role, the candidate must have a strong foundational knowledge of education policy and the legislative and decision-making process in the District of Columbia. The candidate must have the research and analytical skills necessary to provide clear, actionable analysis and recommendations on legislative proposals implicating the agency's work. The candidate must have a strong understanding of the legislative process, ideally in the District of Columbia, and understand deeply the policymaking process. The ideal candidate is a pragmatic problem solver with the ability to form constructive, productive relationships with individuals with varying perspectives. The ideal candidate also must possess impeccable discretion and professional judgment.

Specific functions of the Deputy Chief of Staff- Legislative Affairs & Policy

Legislative Management (40%)

- Monitors and tracks work of the Council of the District of Columbia and the District of Columbia State Board of Education;
- Ensures the effective delivery of agency led presentations and policies before the Council of the District of Columbia and the District of Columbia State Board of Education;
- Analyzes legislative proposals with a careful eye on its implications to the agency's work and mission;
- Revises legislative and policy proposals in order to support the agency's mission, vision, and strategic vision;
- Prepares compelling, clear testimony and briefing materials for the Superintendent and senior leadership team when appearing before the Council or the State Board of Education;
- Manages Council reporting and correspondence; and
- Effectively and constructively engages key staff and manages processes with the Executive Office of the Mayor, the Council of the District of Columbia, and the District of Columbia State Board of Education on legislative and regulatory issues impacting the agency.

Policy Development & Support (30%)

- Consults and advises division staff on legislative, regulatory, reports, and policy proposals;
- Monitors and tracks agency-wide creation of policy products including legislation, regulations, guidance documents, and reports;
- Monitors stakeholder perspectives on the agency's work, policies, and proposals impacting the agency; and

- Communicates the agency's mission, vision, strategic plan, and day-to-day work clearly to external audiences.

Cross-Agency Support (30%)

- Leads cross agency and inter-agency teams to respond to strategic challenges and projects;
- Convenes and facilitates cross agency and inter-agency stakeholders to coordinate policy responses to organizational challenges;
- Serves on working groups and committees both inside and outside of government to represent the interests of the agency and the Executive; and
- Other duties as assigned to ensure the effective management of the agency.

The Deputy Chief of Staff – Legislative Affairs & Policy may be responsible for other duties as assigned to ensure the effective management of the agency.

Key Qualifications

- A Bachelors' Degree from an accredited institution of higher education
- At least 7-10 years of progressive experience in legislative affairs at federal, state, or local level government
- Experience with District of Columbia legislative process is a plus
- Teaching experience in a public school is a plus
- Ability to provide clear, concise summaries on legislative proposals with clear recommendations and analysis
- Excellent problem-solving, planning, and strategic thinking skills
- Superior relationship-building skills in establishing and maintaining constructive working relationships with coworkers, peers, staff, and stakeholders.
- Embodies OSSE's core values.

Office of the State Superintendent of Education (OSSE)- Who We Are

OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. As the state education agency, OSSE serves as the District's liaison to the US Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations.

Over the years, OSSE has worked hard to improve systems and supports to help close the achievement gap and ensure people of all ages and backgrounds are prepared to succeed in school and in life. DC remains the fastest improving state and urban school system in the country on the National Assessment of Educational Progress, also known as the Nation's Report Card.

Interested applicants should register for the [OSSE Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.